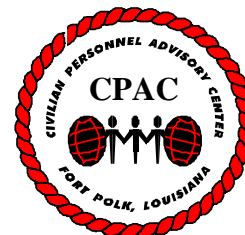




CIVILIAN PERSONNEL ADVISORY CENTER FORT POLK, LOUISIANA 71459-5341



"A Return to Prominence -- The Year to Excel."

CPAC INFORMATION BULLETIN
NUMBER 72

JULY 2005



Do you want to know more about NSPS? Well we have a great deal for you...

Fundamentals of NSPS: An Overview of the Proposed Regulations

An interactive, computer based course on the proposed National Security Personnel System regulations has been posted on the DoD NSPS website.

This course is highly recommended for HR professionals, line managers, supervisors and employees who are interested in learning more about the NSPS regulations. When the final NSPS regulations are published in the Federal Register, this course will be updated to reflect any changes.

The Fundamentals of NSPS may be downloaded to your computer by going to <http://www.cpms.osd.mil/nsps/index.html>.

NSPS Employee Survey on Performance Factors

A critical element of NSPS is performance evaluation. The Department is exploring the use of standard performance factors or competencies (i.e. teamwork, leadership, achieving results) for white-collar workforce performance assessment. Before these factors can be used to evaluate employees, the Department needs to ensure they are appropriate. Use of a survey to get feedback from employees about the relevance of factors to their jobs is an essential element of the process.

Employees will be asked to rate the relevance of certain work activities to their jobs. The web-enabled survey will be open from July 6 through July 20, 2005. All general schedule and demonstration project employees will have an opportunity to participate. Federal Wage System and other special groups of employees will be asked to participate in a similar effort when performance factors are developed for those occupations. To read a letter from Acting Deputy Secretary of Defense Gordon R. England announcing the survey, [click here](#).

The survey provides another opportunity for employees to be involved in the development of NSPS. The survey is voluntary and all information provided is confidential. Employees will be able to access the survey **beginning July 6, 2005** at <http://www.pfsurvey.net/nsps/>.

Visit the NSPS website at
www.cpms.osd.mil/nsps

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BRAC – Frequently Asked Questions

Q. Why does the government want to close some bases and realign others?

A. In 1998, the Pentagon performed a study that found that the military has 20 percent to 25 percent more infrastructure – installation capacity – than it needs. Defense officials believe they can save about \$7 billion a year by consolidating operations. They also want a chance to reorganize for new and anticipated national security needs, particularly after the 2001 terrorist attacks.

Q. Has this happened before?

A. The government closed or realigned about 450 installations in 1988, 1991, 1993 and 1995. Ninety-seven of the bases closed and 55 of those realigned were major domestic bases.

Q. How long does it take an installation to close or realign?

A. Under the BRAC law, actions to close or realign a base must be initiated within two years of the date the president transmits the BRAC Commission's recommendations report to Congress, and must be completed within six years of that same date.

Q. What is BRAC?

A. "BRAC" is an acronym that stands for base realignment and closure. It is the process DoD has previously used to reorganize its base structure to more efficiently and effectively support our forces, increase operational readiness and facilitate new ways of doing business. We anticipate that BRAC 2005 will build upon processes used in previous rounds.

Q. Does DOD maintain a list of bases it wants to close?

A. No, the department does not maintain a list of bases it wants to close. The BRAC analytical process will not result in departmental closure and realignment recommendations until May 2005.

Q. How will the government decide what bases to close?

A. The Defense Department has posted a list of its criteria online. Go to www.defenselink.mil/brac and click on the link to 2005 base realignment and closure

selection criteria. The most important criterion is military value – a base's current and future mission capabilities, its condition, ability to accommodate future needs and cost of operations. A base's ability to serve as a staging area for homeland defense missions also is considered.

Q. How does BRAC work?

A. The process is governed by law; specifically, the Defense Base Closure and Realignment Act of 1990.

The process begins with a threat assessment of the future national security environment, followed by the development of a force structure plan and basing requirements to meet these threats.

DoD then applies published selection criteria to determine which installations to recommend for realignment and closure. The Secretary of Defense will publish a report containing the realignment and closure recommendations, forwarding supporting documentation to an independent commission appointed by the president, in consultation with congressional leadership.

The commission has the authority to change the department's recommendations, if it determines that a recommendation deviated from the force structure plan and/or selection criteria. The commission will hold regional meetings to solicit public input prior to making its recommendations. History has shown that the use of an independent commission and public meetings make the process as open and fair as possible.

The commission forwards its recommendations to the president for review and approval, who then forwards the recommendations to Congress.

Congress has 45 legislative days to act on the commission report on an all-or-none basis. After that time, the commission's realignment and closure recommendations become law. Implementation must start within two years, and actions must be complete within six years.

Q. What's the schedule for deciding which bases to close or realign?

A. Defense Secretary Donald Rumsfeld will recommend closures and other changes to a Base Realignment and Closure Commission by May 16.

Commission members will visit bases recommended for closure and hold public hears. Then they will vote on whether to accept, reject or change the recommendations. Past BRAC Commissions approved about 85 percent of the Pentagon's list.

The BRAC Commission report will be sent to the White House in September for President Bush to accept or reject in its entirety.

If he rejects it, the BRAC Commission goes back to work. If he approves it, Congress has 45 days to reject or accept the list. If Congress rejects the list, no bases are closed.

Q. Which states have been hardest hit by previous closures?

A. Twenty-eight states and Guam have had major base closures. The hardest hit: California has lost 24; Texas, seven; Pennsylvania, six; Illinois and New York, five each; and Florida, Indiana, Maryland and Virginia, four each.

The 22 states that did not lose a major base in previous rounds: Connecticut, Delaware, Georgia, Idaho, Iowa, Kansas, Minnesota, Mississippi, Montana, Nebraska, Nevada, New Mexico, North Carolina, North Dakota, Oklahoma, Oregon, Rhode Island, South Dakota, Vermont, West Virginia, Wisconsin and Wyoming.

Q. Are there specific priorities for BRAC 2005?

A. In his November 15, 2002, memorandum, the Secretary of Defense established the goals and priorities for the 2005 BRAC round. A primary objective of BRAC 2005, in addition to realigning our base structure to meet our post-cold war force structure, is to examine and implement opportunities for greater jointness. To reinforce the idea that we should be looking across traditional lines to examine the potential for jointness, the Secretary established an internal BRAC 2005 decision-making body that is joint at every level.

Q. How many bases and installations will be closed?

A. It's too early to say, but there are no specific numbers or "targets." Using specific selection criteria that emphasize military value, DoD must complete a comprehensive review before it can determine which installations should be realigned or closed. In 2005, an independent commission will review the Secretary of Defense's recommendations, hold public hearings, visit various sites, and ultimately send its recommendations to the President.

Q. What's the timeline for this BRAC round?

A. The National Defense Authorization Act for Fiscal Year 2002 established the following milestones for the 2005 BRAC round: publish proposed selection criteria for a 30-day comment period by Dec. 31, 2003, publish final selection criteria by Feb. 16, 2004;

submit a report to Congress with the FY 2005 budget justification on the following points: a force structure plan, based on an assessment of probable threats to the national security over the next 20 years; the probable end strength levels and military force units needed to meet those threats; the anticipated levels of available funding; a comprehensive inventory of military installations worldwide; a description of infrastructure necessary to support the force structure; discussion of excess capacity categories; economic analysis of the effect of realignments and closures to reduce excess infrastructure; and Secretary of Defense certification of the need for BRAC, and that annual net savings would result by 2011.

The Secretary of Defense forwards recommendations for realignments and closures to the BRAC Commission by May 16, 2005; the Commission forwards its report on the recommendations to the President by Sept. 8, 2005. The President will have until Sept. 23, 2005 to accept or reject the recommendations in their entirety. If accepted, Congress will have 45 legislative days to act on the recommendations.

Q. Which bases will be looked at in this round?

A. All military installations within the continental United States and its territories (under the control of the federal government) will be examined as part of this process. This includes labs, medical, training, Guard, Reserve, air stations, leased facilities, etc.

The happiest people don't necessarily have the best of everything. They just make the best of everything.

**CENTRAL RESUME
PROCESSING CENTER (CRPC)
RECEIVES NEW MISSION**

The CRPC located at Aberdeen Proving Ground, MD will take on a new mission. Currently, the CRPC acts as a focal point for managing the intake of resumes and self-nominations throughout the Army as well as running an applicant helpdesk. The CRPC answers over 100,000 inquiries a year regarding password reset requests, general navigational issues with the Army Resume Builder, the employment board, etc. Beginning in July 05, the CRPC will also be listed as

the central point of contact on all Army vacancy announcements. Inquiries generated from vacancy announcements will go to the CRPC and not to specialists in the CPAC or Civilian Personnel Operations Centers (CPOC), allowing them more time to focus on their duty assignments. The CRPC will track inquiries for both volume and response time capturing valuable information to assess quality and automation-related issues. Effective in July 2005, the CRPC contact information on vacancy announcements will be:

-- Email - applicanthelp@cpsrxtpt.belvoir.army.mil
-- Phone - (410) 306-0137

Note - this phone number will not be manned until the actual effective date.

RETIREMENT PROCESSING PRESENTS CHALLENGE

The anticipated volume of short-notice retirements continues to present a challenge for the Army Benefits Center-Civilian (ABC-C) in meeting timeliness goals. The ABC-C presently has 692 applications for retirement (for both early and optional retirements, with and without separation incentives) projected throughout the remainder of this fiscal year. This figure is rather low as it represents only early application submissions. According to production figures for the period of June 1, 2004 through September 30, 2004, the ABC-C processed 3,307 retirements. The ABC-C recommends that retirement applications be submitted within 90-120 days in advance of the intended retirement date. Typically, applications that are submitted within at least 60 days are processed nearly 100 percent timely.

If you are considering retiring within the next 12 months, visit the ABC-C website at www.abc.army.mil for further information regarding retirement and remember to submit your retirement package within the desired timeline of 90-120 days prior to your retirement date.

**Only you can be yourself.
No one else is qualified for the
job.**

UNIFORM FUNDING AND MANAGEMENT (UFM) FOR DMWR ACTIVITIES

Uniform Funding and Management (UFM) for DMWR Activities initially began 1 October 2004 at locations designated as Pilot Sites. UFM execution throughout the remainder of the Army will begin in FY 06. Pilot sites identified for FY 05 implementation consisted of Forts Campbell and Drum, White Sands Missile Range (WSMR), U.S. Army Garrison, Michigan (Selfridge), and the U.S. Army Community and Family Support Center (CFSC). Under UFM, all Appropriated Fund (APF) MWR positions will be converted to Nonappropriated Fund (NAF) either by voluntary conversion of the APF incumbent or upon having been vacated through attrition by the APF incumbent. As IMA installations and regions and CFSC implement UFM, current civil service employees will receive an individual letter advising them of UFM and inviting them to consider voluntary conversion to NAF status in their current position. The local Civilian Personnel Advisory Centers (CPACs) will provide affected employees information concerning the impact of conversion on employee benefits, entitlements and conditions of employment. The employee will have the choice to either accept or decline the opportunity to convert by completing a form expressing their consent or declination. Regardless of their decision, no adverse action can or will be taken against them. The APF funding for all APF converted positions will be transferred to NAF accounts and will continue to be used to pay for the salaries, benefits and other costs associated with these positions.

There are approximately 63 appropriated fund DMWR Fort Polk employees who will have the opportunity to convert under UFM. Look for more details regarding UFM in the near future.

TO OBTAIN COPIES OF VITAL RECORDS

This website may be useful to those individuals who need to obtain copies of vital records:

<http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm>

NEPOTISM

What is Nepotism? Generally, it is defined as favoritism shown to a relative.

Prohibition: Generally, an employee may not appoint, employ, promote, or advance a relative in or to a position within the Department (not just your bureau) over which the employee exercises jurisdiction or control over the relative. It is also a violation of both the Merit System Principles and a Prohibited Personnel Practice – subject to investigation by the U.S. Office of Special Counsel.

"Relative" means an individual who is related to an employee as a father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister.

JULY MANDATORY TRAINING

Mandatory Training for FY 05 will be conducted during the employee's birth month. Employees and their supervisors have the opportunity to choose between two dates to attend the training. Everyone is required to attend this training.... Mark your calendar and plan to attend.

The July 2005 training dates are:

**5 Jul 2005
20 Jul 2005**

The location of the training for the above class dates is the new Library/Education Center, Room 221.

The schedule of training is as follows:

0800-0930 - Alcohol and Drug Abuse
0930-0940 - break
0940-1010- Security

1010-1020 - break
1020-1120 - DA Ethics Training
1140-1240 - Lunch
1240-1540 - E/POSH

ANTI-TERRORISM TRAINING

The Jul 2005 Level 1 Anti-Terrorism onsite class date is scheduled for **19 Jul 2005, 0830-1200 hours at the Library/Education Center, Room 221**. All birth-month employees are required to attend this training **OR** complete this training online prior to 19 Jul 05 as follows:

The online location of the training is <http://at-awareness.org>. The access code is **aware**. Once you get in you will be asked to sign-up. Please complete the sign-up form and submit. After submission you will be able to log on immediately. Make sure that you remember your username and password.

- Click on AT Level 1 Course
- When ready to begin the training - scroll down to Begin the Training and click on cv
- The rest is user friendly

All individuals who choose to complete the training online must print a copy of the certificate of training and fax it to Tami Culbreath at 531-1851. Include the social security number on the certificate of completion.

Learn avidly. Question repeatedly what you have learned. Analyze it carefully. Then put what you have learned into practice intelligently.

- Confucius

HOLIDAY/LIBERAL LEAVE SCHEDULE FOR 2005

HOLIDAY	DATE DESIGNATED	TRAINING/ LIBERAL LEAVE
Labor Day	5 September 2005	2 September 2005
Columbus Day	10 October 2005	7 October 2005
Veteran's Day	11 November 2005	14 November 2005
Thanksgiving Day	24 November 2005	25 November 2005
Christmas Day	26 December 2005	23 December 2005
New Year's Day	2 January 2006	30 December 2005

For additional information pertaining to the holiday and liberal leave schedule refer to CPB 01-05 dated 3 January 2005 as amended by CPB 10-05 dated 17 May 2005.



TSP RATES OF RETURN

Rates of Return were updated on **1 July 2005**.

	G Fund	F Fund	C Fund	S Fund	I Fund
June 2005	0.28%	0.56%	0.16%	3.37%	1.86%
Last 12 Months* (7/1/04 - 6/30/05)	4.40%	6.80%	6.40%	13.77%	13.06%

The G, F, C, S, and I Fund returns for the last 12 months assume unchanging balances (time-weighting) from month to month, and assume that earnings are compounded on a monthly basis.

Civilian TSP participants who are members of the Ready Reserve — If you are a civilian TSP participant with an outstanding TSP loan and are placed in nonpay status to perform military service, make sure your agency provides the TSP with documentation to certify your status and suspend

loan payments. The Internal Revenue Code allows the TSP to suspend loan payments for all participants placed in nonpay status for up to one year of nonpay. However, participants placed in nonpay status to perform military service for more than one year are authorized suspension of loan payments for the entire period of military service. For more information, see the Fact Sheet [Effect of Nonpay Status on TSP Participation](#).

Elimination of the TSP Open Seasons: July 1, 2005

Public Law 108-469, which was signed into law on December 21, 2004, eliminated the Thrift Savings Plan open seasons and the restrictions on contribution elections which are tied to open seasons. This means that participants may file contribution elections at any time. Beginning July 1, contribution elections are processed under the new rules — that is, the elections will be effective no later than the first full pay period after they are filed. To make a TSP change or election, employees may access the Employee Benefits Information System (EBIS) through the web from the ABC-C home page at <https://www.abc.army.mil> or the Interactive Voice Response System (IVRS) by calling the toll-free number **1-877-276-9287** or **1-877-276-9833** for Hearing Impaired. The law does not affect the waiting period new employees covered by the Federal Employees' Retirement System must serve before they become eligible for agency contributions to their accounts. In addition, the law does not affect contribution allocations or interfund transfers, which can be made at any time by accessing web site: <http://www.tsp.gov/>, or the TSP ThriftLine at 1-TSP-YOU-FRST (**1-877-968-3778**) or the TDD number for the hearing impaired at 1-TSP-THRIFT5 (**1-877-847-4385**), or by completing the TSP-50, Investment Allocation Form, and mailing it to the address shown on the form. This form **cannot** be obtained from the TSP website, but is available by contacting the TSP Office at the toll-free number listed above.

Wealth consists not in having
great possessions but in having
few wants.

~ Epicurus

FIREWORKS SAFETY

As we approach the Summer Season, we think of the upcoming Fireworks Celebrations. Reckless use or illegal use of fireworks can make the holidays dangerous. There are thousands of people injured or maimed each year by fireworks and almost half are under 15 years of age. If you plan to use any fireworks or visit any fireworks displays this summer, we would like to give you some helpful tips to keep you and your family safe.

Watching a Fireworks Show

- ❖ Always stay in the designated watching area.
- ❖ Never try to retrieve a souvenir shell, even one that's exploded.
- ❖ Notify a police officer or firefighter if you find a shell.
- ❖ When watching a laser show, do not view the laser beam or the shiny surface reflecting it directly or through a camera viewfinder or binoculars.

Fireworks Safety at Home

- ❖ Don't assume you know how to handle legal fireworks.
- ❖ Read and follow the directions each year for each type of firework.
- ❖ Always have an Adult present while using fireworks.
- ❖ Don't tamper or experiment with fireworks or try to use their powder for other purposes.
- ❖ Never light fireworks inside a can or bottle.
- ❖ Always light fireworks outdoors away from structures and any flammable materials or fluids.
- ❖ Light firecrackers one at a time.
- ❖ Stand back quickly, once a fuse catches fire.
- ❖ Keep a bucket of water handy for emergencies.

- ❖ Never try to relight or handle misfired or malfunctioning fireworks.
- ❖ Read the instructions to find out how to properly store unused fireworks.

Test Your Knowledge with the following True/False Questions:

1. Fireworks injuries can only occur during the Fourth of July.
2. Sparklers are safe fireworks and can be given to children.
3. Gunpowder is a major ingredient in most types of fireworks.
4. Only people who are careless or unsupervised are injured from fireworks.
5. Only people who set off fireworks risk injuries.
6. Males are more likely to get hurt from fireworks.
7. Bottle rockets are not dangerous because they're just firecrackers tied to a stick.
8. Homemade fireworks are safer than store bought fireworks.
9. Using fireworks is an inexpensive way to celebrate the Fourth of July.
10. My state bans fireworks.

Answers: 1) True, 2) False, 3) True, 4) False, 5) False, 6) True 7) False, 8) False, 9) False, 10) False

Home Safety and Injury Prevention

How much do you know about protecting yourself and your family and preventing injury? Test your knowledge by taking this test provided by Parlay International.

1. How often should you check the batteries of your smoke detector and vacuum it to remove dust?

- A) monthly
- B) yearly
- C) weekly

2. The Heimlich maneuver is an important skill for rescuing a person from...

- A) a heart attack.
- B) a broken limb.
- C) choking.

3. If you smell smoke coming under a door, before opening the door always...

- A) feel the bottom of the door.
- B) open the window.
- C) feel the whole door to make sure it's not hot.

4. To prevent injury to small children, keep your hot water temperature...

- A) below 150° F.
- B) below 120° F.
- C) below 100° F.

5. For safety, store medicines...

- A) on a high shelf in the bathroom.
- B) in a locked drawer or cabinet in the bedroom.
- C) in the kitchen.

6. If a person has been electrocuted, you should first...

- A) turn off the power, if possible.
- B) call 911.
- C) move the person away from the source of electricity.

7. If you find a substance in an unlabeled container, ...

- A) sniff the contents to try to identify it.
- B) ask a knowledgeable person what it might be.
- C) treat the chemical as a hazardous waste and dispose of it accordingly.

8. The first thing to do when using a household chemical is:

- A) read the label.
- B) transfer it to a smaller container.
- C) close doors and windows to keep fumes localized.

9. Never leave a small child alone in the bath...

- A) for more than 5 minutes.
- B) for more than 1 minute.
- C) at all.

10. Potentially poisonous household materials include...

- A) cleaning supplies, gardening supplies and pesticides.
- B) vitamins and painkillers.
- C) houseplants.
- D) all of the above.

11. The first thing to do if you think someone has eaten something poisonous:

- A) induce vomiting immediately.
- B) call a poison control center immediately.
- C) rush the person to the hospital.

12. If you spill a harsh chemical such as acid or lye on your skin, ...

- A) wash the area with soap and water and apply ointment.
- B) run water over the area for at least 15 minutes and call your doctor.
- C) neutralize the chemical with vinegar or baking soda.

13. Which of the following is the best way to put out a grease fire?

- A) Put ice in the pan.
- B) Pour flour in the pan.
- C) Put a lid on the pan.

14. The one thing you should never use on an electrical fire is...

- A) a blanket.
- B) water.
- C) baking soda.

15. If your clothes catch fire, the first thing you should do is:

- A) stop, drop and roll.
- B) run.
- C) take your clothes off.

16. Most home fires that kill older adults are caused by...

- A) portable heaters.
- B) grease.
- C) cigarettes.

17. When escaping a burning, smoke-filled house, always...

- A) stand up straight and run.
- B) stay low and crawl.
- C) wait for help to come.

18. Family safety skills you can learn in most communities include...

- A) emergency first aid.
- B) CPR.
- C) both of the above.

Answers:

1. A; 2. C; 3. C; 4. B; 5. B; 6. A; 7. C; 8. A; 9. C; 10. D; 11. B; 12. B; 13. C; 14. B; 15. A; 16. C; 17. B; 18. C.

In recognition of National Safety Awareness Month, the Health Promotion Program at Bayne-Jones Army Community Hospital will be providing Health Awareness at the Post Exchange on 8 & 22 July 2005 from 10 AM to 1 PM. For more information you may contact the Health Promotion Program at 531-6880 or 531-3255.

ARTICLES FOR BULLETIN

If you have any suggestions on topics or issues that you would like addressed in future bulletins, please submit them to one of the following:

1. ogles@polk.army.mil
2. Call 531-4020

Suggestions will be reviewed and addressed if at all possible.

//Original Signed//
DONALD R. MALLETT
Director, Civilian Personnel
Advisory Center